



California Tax Credit Allocation Committee

Lender Profile Form Electronic Filing Form 2008

OVERVIEW

Welcome to the electronic Lender Profile Form. This electronic form is a Microsoft Excel spreadsheet that will expedite entry of project data into TCAC's database. You must have Microsoft Excel in order to use the form. One spreadsheet must be completed for each property in the initial federal compliance period as well as those in the extended use period.

! Please do not make any changes to the spreadsheet or convert the Excel file to another file format.

GETTING STARTED

Go to <http://www.treasurer.ca.gov/ctcac/compliance.asp> and scroll down the page to the link: **Lender Profile Form**.

- For Microsoft Internet Explorer Users, right click on the link and choose "Save *Target As...*" and save the file to your hard drive.
- For Mozilla Firefox Users, right click on the link and choose "Save *Link As...*" and save the file to your hard drive.

Open the file from the computer's hard-drive and enter the required information (see detailed instructions on the following pages). After finishing the report, save the file with an appropriate name

If you have any questions or difficulties using this electronic form, please contact Ammer Singh at (916) 654-6340.

Data Entry Information

The Lender Profile spreadsheet is protected to reduce problems associated with format changes and addition and deletion of cells. Input only the data requested in the yellow cells. The following instructions will help you complete the POP accurately and correctly.

California Tax Credit Allocation Committee
Lender Profile Form
 2008
 Reporting Period: January 1 through December 31, 2008

1. Use the <TAB> key to Navigate Fields.
 2. If the TCAC number or Property Name does not appear in the list below, contact TCAC at (916) 654-6340.
 3. Complete all information in Yellow fields below.

PROJECT

TCAC Number / Name: **CA-2008-802 Patios de Castillo Apts. & River Rose Apts.** ← Select property from the Dropdown Box

Address: 200, 500 & 510 4th St., 511 & 513 B St., 219 6th St.

City: **West Sacramento** State: **CA** Zip: **95605**

County: **Yolo**

Orsite Phone: Orsite Fax: Date Form Completed:

LENDER

Lender #1: **Washington Mutal**
 Loan amount: **1,400,000**
 Contact Name: **Steve Johnson** Email: SJohnson@calhfa.ca.gov
 Phone: **916-445-7619** Fax: **916-321-2254**

Lender #2: **Bank of America**
 Loan amount: **\$1,500,000**
 Contact Name: **Lisa V.** Email: lvna@treasurer.ca.gov
 Phone: **916-654-6321** Fax: **916-567-8974**

Lender #3: **Wells Fargo Bank**
 Loan amount: **\$954,446**
 Contact Name: **Ed Carlson** Email: ecarlson@treasurer.ca.gov
 Phone: **916-443-2171** Fax: **916-478-9211**

Lender #4: **Golden 1 Credit Union**
 Loan amount: **\$450,000**
 Contact Name: **Gene Lee** Email: glee@treasurer.ca.gov
 Phone: **916-554-7211** Fax: **916-688-7290**

Figure 1

- 1 Project TCAC #:** Select the TCAC number and Property name from the dropdown box. The fields in white (address, city, state, zip and county) will automatically be filled in. Since names are sometimes similar for different TCAC properties, confirm the address to ensure the POP reflects the correct property.

! Important

You can only make a selection from the dropdown box. You cannot type information in this field. If your property name or TCAC number does not appear on the list, contact the owner to confirm the correct TCAC number. If this does not resolve the problem, contact TCAC at (916) 654-6340.

- 2 Project Address:** This information is entered automatically based on the property chosen in #2 above. Confirm that the information is correct. If this information is incorrect, contact Ammer Singh at (916) 654-6340.
- 3 Project Information:** Enter the telephone and fax number for the onsite manager. In addition, enter the date the form was completed.
- 4 Lender:** Enter the requested information for the 4 primary Lender(s) with the outstanding loan balance as of 12/31/2008 and contact information.

FINISHING A PROJECT

After correctly entering all of the information in the Lender Profile form save the file with a meaningful name such as “Lender_” followed by the project TCAC number or property name.

Example: Lender_CA-2005-999.xls or Lender_RollingHillApt.xls

SUBMITTING A LENDER FORM

There are 3 options for submitting the Lender Form:

- Email the completed Lender Form to: TCAC@treasurer.ca.gov or;
- Send CTCAC a CD if you are submitting Lender Form's for multiple projects (more than 5 projects) or;
- Only those projects with no computer access can submit a hard copy of the Lender Form to the attention of: Ammer Singh at 915 Capitol Mall, Room 485, Sacramento, CA 95814.